



## **Executive Service Position Announcement**

### **TN Volunteer Challenge Academy Facilities Maintenance Worker**

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#### **Position Description:**

The Tennessee Military Department is currently accepting resumes for the position of Tennessee Volunteer Challenge (TNVCA) Facilities Maintenance Worker. The Facilities Maintenance Worker is under the direct supervision of the Budget Analyst Coordinator and is responsible for semi-skilled and skilled building maintenance work of considerable difficulty. The position will perform a variety of tasks including routine and/or general building maintenance repair projects such as carpentry, painting, plumbing, electrical, masonry, and modifications needed for maintaining property. Incumbent must be willing to work nights and weekends when necessary to accomplish the mission on TNVCA.

**Minimum annual salary:** \$28,716

#### **Essential Job Duties:**

- Maintains all mechanical equipment needing minor mechanical repairs such as washers, dryers, kitchen equipment, exhaust fans, refrigerators, and HVAC.
- Supervises preventive maintenance tasks including painting, carpentry, repairing doors/locks, and installing miscellaneous hardware. Performs minor plumbing repairs, identifies possible electrical problems, and performs minor electrical repairs.
- Dismantles devices such as electrical fixtures, basic plumbing fixtures and outlet to access, remove and replace defective parts.
- Inspects structures for general condition and reports issues to TNVCA administration for resolution.
- Operates and utilizes a variety of tools and equipment such as assorted hand and power tools, plungers, drills, skill saws, and grinders as necessary.
- May operate state issued motor vehicles, mowers and trailers as needed to perform assigned duties.
- Reads work orders and determines if the scope of work needs to be assigned to a state vendor and makes the appropriate call after consulting with supervisor for further direction.
- Establishes and maintains relationships with contractors, state employees, and TNVCA administration to provide timely, quality maintenance services.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

#### **Minimum Qualifications:**

- Ability to communicate effectively both orally and in written communications
- Semi-skilled manual tasks of buildings and/or grounds are desirable.
- Requires ability to follow written and oral instructions in a timely manner. Requires ability to work independently with minimum supervision.
- Requires general knowledge of hand and power tool equipment and their operation.

## **TN Volunteer Challenge Facilities Maintenance Worker cont'd**

- Requires ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc., ability to move heavy furniture and equipment; tolerate heights and machinery noise, and exposure to a variety of fumes and chemical agents.
- Requires being on feet for long periods of time. Requires ability to climb stairs and ladders to change light bulbs, paint, etc; requires being on hands and knees for extended periods of time to perform landscaping duties, withstand extreme temperature changes to shovel and/or plow snow, mow lawns, and perform external maintenance as required.
- Requires a valid driver's license.
- Employee will undergo an extensive background check. Applicants for this class must have no conviction of a felony; applicants must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.

### **How to Apply:**

Submit your resume detailing your experience in meeting the above requirements for the TNVCA Facilities Maintenance Worker to:

**Tennessee Volunteer Challenge Academy**

**TNVCA.admin@tn.gov**

**Deadline to Apply: December 31, 2017**